



## **“HONORING CALIFORNIA’S VETERANS”**

### **ADMINISTRATOR**

### **VETERANS HOME OF CALIFORNIA – FRESNO**

#### **Governor’s Exempt Appointment**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING WILL BE REQUIRED.

#### **EMPLOYMENT OPPORTUNITY**

**FINAL FILING DATE:**

Open Until Filled

**SALARY:**

Exempt Level I - \$8,369 - \$9,053 / month

**Please Note:** The salary listed for this exempt appointment will be reduced by 4.62% based on the provisions of the 2010 Personal Leave Program which is due to expire on 10/31/11; however, if the 2010 Personal Leave Program is extended, this salary reduction may remain in effect.

**LOCATION:**

Temporary Office (until construction is completed; approximate date April 2012)  
Fresno Veterans Home, 1752 E. Bullard Avenue, Fresno CA 93710.  
Permanent Address: 2811 West California Avenue, Fresno CA 93706.

**WHO SHOULD APPLY:**

Long-term care administrators and managers of complex health care programs should apply. Successful applicant will have experience in leading and directing operations of long term care facilities or multi-faceted health care programs. Applicants must demonstrate dynamic leadership and experience in meeting state and federal government regulations, employee relations and quality assurance while achieving fiscal responsibility. Current California State Residential Care Facility for the Elderly license or ability to obtain one. Honorably discharged veterans are encouraged to apply.

**DUTIES:**

Under the general direction of the California Department of Veterans Affairs--Undersecretary of Veterans Homes, the Fresno Veteran’s Home Administrator has overall responsibility for the care of aged and/or disabled veterans and management of the facility and staff.

1. Ensure that the Home meets all licensing and certification standards through planning, training, physical facility improvement, policies, and procedures. Develop ongoing contacts with regulatory

agencies such as the Department of Health Services, California Medical Association, USDVA, the Department of Social Services, and the Veterans Administration.

2. Supervise all personnel and monitor staffing levels for efficiencies and long term planning. Oversee facility and equipment maintenance program.
3. Establish priorities and implement strategies to maintain high quality of care to Veteran residents while closely monitoring all revenue and costs.
4. Coordinate the development of the Agency's annual budget relating to the Home. Appear at hearings with the Department of Finance and legislative budgetary committees as requested.
5. Represent the Veterans Home within the community and participate in extensive networking with local private and public organizations.
6. Review and make recommendations to the Undersecretary, Homes Division regarding proposed legislation that affects the care of aged, homeless, and/or disabled veteran.
7. Successful candidate must also have the ability to understand and comply with a complex system of laws and regulations to include: Health and Safety Code-Division 2 Chapter 3.3, Welfare and Institutions Code-Division 9 Chapter 8.7, Title 22-Division 1.8 Chapter 1.5 (Department of Aging Regulations), Title 22-Division 3 Chapter 5 (Medical Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations), and Title 22-Division 6 Chapter 8 (Residential Care for the Elderly).

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

**All interested applicants must file a standard state application form (Std. 678: <http://www.spb.ca.gov>), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Mail these documents to:**

**California Department of Veterans Affairs  
Attention: Eileen Fuller  
Human Resources Division  
1227 O Street, Room 404  
Sacramento CA 95814**

**IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [http://gov.ca.gov/m\\_appointments.php](http://gov.ca.gov/m_appointments.php) DIRECTLY TO THE GOVERNOR'S OFFICE.**

**Questions regarding the application process may be directed to [Eileen.Fuller@calvet.ca.gov](mailto:Eileen.Fuller@calvet.ca.gov) or (916) 653-2535.**

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.**

**Bulletin Release Date: 09-14-11**